

ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
17 November - 22 November 1983I. Items or Events of Major Interest that have Occurred During the
Preceding WeekA. Copier Activities:

1. The Office of Personnel, beginning with components at Ames, will relocate [] on 28 November. Six copiers will be relocated [] on 1 December for the Office of Personnel. The Offices of Medical Services and Security will relocate machines during the end of December.
2. Headquarters components are still awaiting 13 Xerox 1045's to replace worn Xerox 4000s. This delivery delay has been due to manufacturing; and with the old 4000s still installed, considerable down time and service problems are resulting.

B. Quality Circles: A briefing of P&PD's Quality Circle Program was presented at the DDA staff meeting on Tuesday, 22 November. In support of this briefing, a matrix of QC team meetings scheduled was completed along with updated versions of QC team problem records. The records consist of historical accounts of the various problems identified by each team, the proposed solution(s), and the actions taken to resolve the problem.

C. Safety:

1. The mini Safety Course for P&PD employees was held on 21-22 November. The first day's sessions were held at the OCR theatre, 1E78 Headquarters and consisted of lectures and audio-visual presentations. The second day was a hands on participation in fire fighting and rescue techniques [].
2. A lengthy report on P&PD chemical discharge information requested by the County of Fairfax has been forwarded to the DDA Safety Staff and General Counsel for review. This report is submitted to allow the Agency to obtain the necessary chemical discharge permits as required by the state and the Environmental Protection Agency. Depending on analyses, these permits will be good for one, three, or five years at which time they will need to be updated and resubmitted.

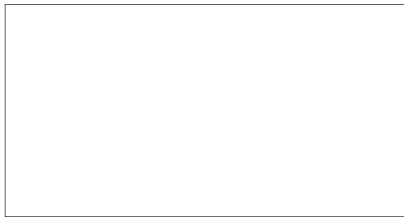
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D. New Building Planning Staff Meeting: P&PD representatives met with the Building Planning Project Office to discuss printing/copying requirements for the bid packages for the new buildings. Of particular interest was the extremely large volume of architectural drawings which need to be reproduced. A cost study which analyzes the use of the new Xerox 7080, designed for engineer drawings, to satisfy this requirement is currently being conducted.

II. Significant Events Anticipated During the Coming Week

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